

STATE  
OF  
GEORGIAApplication for  
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISIONPAGE  
1

|   |  |  |                    |   |  |
|---|--|--|--------------------|---|--|
| 1. Application Date   |  | <b>INSTRUCTIONS</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer. |                    | FOR RECORDS MANAGEMENT DIVISION USE<br>Date Received      Application No.      Date Completed<br>NOV 29 1972      377      DEC 4 1972 |  |
| 2. Agency Application No.   |  | 3. AGENCY, Division, Subdivision & Administering Office Address<br>Central State Hospital<br>Security and Motor Transport Service Division<br>MTS Section<br>Milledgeville, Georgia 31061                              |                    | 4. Person to Contact<br>Charles G. Payne, Jr.   |  |
|   |  |  |                    | 5. Working Title<br>Director of Security<br>6. Tel. No.<br>452-2562   |  |
| 7. ACTION REQUESTED<br><input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD;<br>RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION;<br>NO FURTHER ACCUMULATION ANTICIPATED.   |  |  |                    |   |  |
| 8. Inclusive Dates<br>1968 to date  |  | 9. EXACT SERIES TITLE<br>Motor Transport Service Files   |                    |   |  |
| 10. What is the function of the office in which this record series is created<br><br>The Motor Transport Service Section is responsible for the performance of preventive maintenance on, dispatch of and repairs to a fleet of motor vehicles and related logistical support at a State Medical Institution.   |  |  |                    |   |  |
| 11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any and file arrangement<br><br>Motor Transport Service file series include the following: Daily Time Reports (CSH-35), Parts Requisition (CSH-684), Property Turn-In and Disposition (CSH-611), Supplies Inventory Card (CSH-801), Issue Tickets (CSH-315), Requisition (CSH-514), Organizational Control Record for Equipment (CSH-689), Equipment Utilization (CSH-778), Unit Equipment Utilization Report (CSH-806), Weekly Vehicle Operation Log (CSH-11), Automotive Equipment Service Charges (CSH-688), Vehicle Inspection (CSH-687), Daily Maintenance Activity (CSH-823), Daily Service Activity (CSH-824), Repair Order, Equipment Transfer Notice (CSH-681), Repair Parts Bid Data, Vehicle Maintenance Record (CSH-690) and Computer Data Run-Offs. (See attached copies of forms.)<br><br>(Attachment I - List of Motor Transport Services description and disposition of files.) |  |  |                    |   |  |
| 12.   |  |  |                    |   |  |
| EQUIPMENT OCCUPIED  |  | No. of Drawers   | Cu. Ft. of Records | ANNUAL RATE OF ACCUMULATION   |  |
| Letter-size File Drawers  |  | 4  | 6                  | 2      4  |  |
| Legal-size File Drawers   |  | 1  | 2                  | Floor Space Occupied (Square Feet)  |  |
| 5" x 8" Card Files  |  | 14   | 2                  | In Office(s)      In Storage Area(s)<br>13      0   |  |
|   |  |  |                    | This Year's      Last Year's      Preceding Year's      All Prior Years'  |  |
|   |  |  |                    | 510      400      350      --   |  |
|   |  |  |                    | AVERAGE DAILY REFERENCES  |  |

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☒ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ YES ☐ NO

24. REQUIREMENTS. The following requires the files to be kept up to life of equipment.

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area \_\_\_\_\_ month(s)/ \_\_\_\_\_ year(s), then: (See Attachment I)

1 ☐ Destroy.

2 ☐ Transfer to records center; hold \_\_\_\_\_ year(s), then:

Destroy.

3 ☐ Destroy after audit (or \_\_\_\_\_ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area \_\_\_\_\_ year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Recommendations for disposition will meet any anticipated requirements for the institution.)

Attach Samples of the Series

| Attach Samples of the Series             |   | Records Management Officer  | Date     |
|--|---|-----------------------------|----------|
| 26. Recommendations in Paragraph 25 are: | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Head of Agency              | 11-28-72 |
|  | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Director of Dept. of Audit  | 11-28-72 |
|  | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Secretary of State Designee | 11-29-72 |
|  | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved | Dept. of Law                | 11-29-72 |

MOTOR TRANSPORT SERVICE FILES

These files relate to the administration of motor transport services in all State medical and treatment facilities.

Description

Disposition

Equipment Historical Record Files. This file begins at the time of delivery or transfer of equipment to the facility. Documents reflecting preventive maintenance and/or repairs performed during the life of the equipment, specifications of equipment, warranty carried on equipment, and unit/department assigned.

Destroy after equipment salvaged or transferred from the inventory of the fleet.

Preventive Maintenance Inspection Report Files. Documents reflecting the performance of preventive maintenance services, repairs and checkouts.

Destroy on posting to equipment historical record files.

Motor Transport Service Activity Reporting Files. Documents used to assemble data pertaining to maintenance, utilization and labor on all motorized equipment.

Cut off on completion of the communication, study, survey, report or other action. Destroy in blocks after an additional three months, six months or one year. Earlier destruction is authorized.

Supplies Inventory Card. Index cards (5" x 8") showing status and inventory of repair parts on hand.

Destroy when card is full and inventory posted to new card.

MTS Logistical Files. Documents relating to logistics administration. Included are documents pertaining to requisition of motorized equipment and supplies, issuance of supplies, requests for bids on supplies and equipment, and turn-in of equipment.

Cut off end of fiscal year, hold in current files area one year, then destroy.